

Maine State General Schedules – Revised June 2015 (Inventory Series)

General Schedule Number: 8 Inventory Series

1 CAPITAL EQUIPMENT INVENTORY CARDS

Card containing pertinent information concerning State owned equipment.

Destroy inactive or obsolete cards after audit and reconciliation.

Agency of Record:	Creating Agency
Retention of Record Copy:	1
Disposal:	Destroy
Retention of Copies:	N/A
Date Adopted:	6/21/1985

2 QUARTERLY EQUIPMENT REPORT

Report of all equipment purchased, sold, traded in, surplus and discarded during a quarter. Record copy retained by BPI for current business; agency copy destroyed after 5 years if inventory cards are reconciled.

Agency of Record:	Bureau of Public Improvements
Retention of Record Copy:	Contingent Upon Event - See Description
Disposal:	Destroy
Retention of Copies:	5
Date Adopted:	6/21/1985

3 CAPITAL EQUIPMENT RECONCILIATION

Yearly report made up from the four quarterly equipment reports. Must balance with total on equipment card. Record copy retained by BPI for current business; agency copy destroyed after 5 years if inventory cards are reconciled.

Agency of Record:	Bureau of Public Improvements
Retention of Record Copy:	Contingent Upon Event - See Description
Disposal:	Destroy
Retention of Copies:	5
Date Adopted:	6/21/1985

4 EQUIPMENT ADJUSTMENT SLIP

Form used to adjust transfers in and out of an agency. Destroy with quarterly reports.

Agency of Record:	Creating Agency
Retention of Record Copy:	5
Disposal:	Destroy
Retention of Copies:	N/A
Date Adopted:	6/21/1985

¹ Unless noted retention times are in terms of years. If there is a retention time for Retention of Copies, this will be the responsibility of the Creating Agency; unless noted, this is disposition destroy.

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5 SURPLUS PROPERTY DISTRIBUTION LIST

Form used to transfer equipment to surplus from agency. Destroy agency copies with quarterly reports; record copy held by Division of Purchases for current business.

Agency of Record:	Division of Purchases
Retention of Record Copy:	Contingent Upon Event - See Description
Disposal:	Destroy
Retention of Copies:	5
Date Adopted:	6/21/1985

6 INVENTORY SERIES CORRESPONDENCE

Incoming or outgoing correspondence in any media format relating to the inventory series. Destroy with quarterly reports.

Agency of Record:	Creating Agency
Retention of Record Copy:	5
Disposal:	Destroy
Retention of Copies:	Not Applicable
Date Adopted:	6/4/2015

2 Unless noted retention times are in terms of years. If there is a retention time for Retention of Copies, this will be the responsibility of the Creating Agency; unless noted, this is disposition destroy.